

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

**2010 CENSUS
EMPLOYMENT**

*Assistant Manager for Administration
(AMA)
Columbia, Tennessee
28-09-D10-IRB-281*

Three Steps to Successfully Submit Your Application

Step 1: Prepare

Your application packet must contain the following:

1. A resume or completed Application for Federal Employment (OF612). Make sure that it reflects your professional and/or volunteer experience that is **RELEVANT** to the position for which you are applying. ([Application form OF612.pdf](#))
2. Declaration for Federal Employment Background Questionnaire ([Declaration OF306.pdf](#))
3. In the attached Recruiting Bulletin, there are 3 questions called Evaluation Criteria that you must address. Circle the appropriate letter, which reflects your experience, and write a description of your experience that supports the letter you circled.

Step 2: Review

1. Do you meet the experience and qualifications for the position?
2. Did you circle the appropriate letter, which reflects your experience level and answer all evaluation criteria questions?

Step 3: Submit

1. Submit your completed application packet to any of the following:
 - U.S. Census Bureau
Charlotte Regional Census Center
3701 Arco Corporate Drive
Suite 250
Attn: Human Resources
Charlotte, NC 28273-7007,
 - Your ELCO, or
 - Bring to your testing site
2. Application packets must be received by May 15, 2009

**Charlotte Regional Census Center
3701 Arco Corporate Drive, Suite 250
Attn: Human Resources
Charlotte, NC 28273-7007**



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
US Census Bureau
Recruiting Bulletin**

OPENING DATE: April 27, 2009

RECRUITING BULLETIN NO: 28-09-D10-IRB-281

LOCAL CENSUS OFFICE (LCO): Columbia, TN

CLOSING DATE: May 15, 2009

POSITION TITLE: Columbia, TN, Assistant Manager for Administration (AMA)

PAY RATE: \$16.00 per hour

NUMBER OF VACANCIES: One (1)

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

WHO MAY APPLY: All employees of an early opening Local Census Office residing in the following counties: Giles, Hickman, Lewis, Marshall, Maury and Lawrence

JOB DUTIES: Assistant Manager for Administration (AMA):

Responsible for supervising and managing payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the Local Census Office, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the Local Census Office answering inquiries from the Office Operations Supervisor and providing guidance to Local Census Office employees.

QUALIFICATIONS and HOW TO APPLY: All applicants MUST:

- 1) Take a written management test – Applicants must take and pass a written test for LCO management positions. Call the 2010 Census Job Line at 866-861-2010 during the open period of the recruiting bulletin and schedule a testing date and time. The Job Line will prompt you to provide your zip code then you will be connected to a Local Census Office. Be prepared to provide the Recruiting Bulletin Number(s), and position title(s) for the jobs(s) you are seeking.**
- 2) Bring the following completed forms to the testing session for each position for which you are applying. (For example, if you are applying for 2 management positions, you must bring 2 copies of the OF-306, 2 resumes, and 2 copies of the Evaluation Criteria.)**

A. OF-306 form - Declaration of Federal Employment,

B. Your résumé or Optional Application for Federal Employment, the OF-612 form.

C. Completed Evaluation Criteria (See next page). Applicants must have at least the minimum experience in each of the three areas contained in the Evaluation Criteria. Your experience for all three Evaluation Criteria must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Administration. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience and defend your selection as instructed. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

Bring A, B and C to your testing session or mail the materials to:

**Charlotte Regional Census Center
3701 Arco Corporate Drive, Suite 250
Attn: Human Resources
Charlotte, NC 28273**

Printed Name: _____ LCO: Columbia, TN

EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Administration (AMA)

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p>	<p><u>Applicants are also required to complete the following for each of your responses.</u></p> <ol style="list-style-type: none">1. Indicate the employer from your attached resume or other application form that verifies the answer you selected. <u>AND</u>2. Provide a written description of your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment. DO NOT state "see resume." You must describe your answers in the space provided or on a continuation sheet.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. <i>(Circle the appropriate letter.)</i></p> <p>a. As my primary responsibility, I have experience with <u>both</u> of the following:</p> <p>(i) managing a staff of 20 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); <u>and</u></p> <p>(ii) managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>b. As my primary responsibility, I have experience with <u>both</u> of the following:</p> <p>(i) managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u></p> <p>(ii) managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead <u>or</u> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p> <p>1. Employer's Name: _____</p> <p>2. Write description of your experience that supports your answer. DO NOT STATE – "SEE RESUME."</p>

Printed Name: _____ LCO: Columbia, TN

EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Administration (AMA)

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</p> <p>a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>all</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and</u> training and developing administrative staff.</p> <p>b. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>some</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and/or</u> training and developing administrative staff.</p> <p>c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have <u>not</u> been personally responsible for <u>any</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>or</u> training and developing administrative staff.</p> <p>d. My experience is less than what is described.</p>	<p><i>Additional employers may be listed as needed.</i></p> <p>Response must support answer circled in Column A.</p> <p>1. Employer's Name: _____</p> <p>2. Write description of your experience that supports your answer. DO NOT STATE – "SEE RESUME."</p> <p><i>Additional employers may be listed as needed.</i></p>

Printed Name: _____ LCO: Columbia, TN

EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Administration (AMA)

COLUMN A

3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.

- a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to manage the implementation of solutions.
- b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to implement effective solutions myself.
- c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to recommend effective solutions to managers, or I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.
- d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.

1. Employer's Name: _____

2. Write description of your experience that supports your answer.

DO NOT STATE – "SEE RESUME."

Additional employers may be listed as needed.

APPLICATION DEADLINE: Your testing appointment must be scheduled during the open period of the Recruiting Bulletin.

OTHER INFORMATION: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program. This means that your work schedule may be changed from full-time to part-time, or intermittent to accommodate fluctuating workloads. Payment of relocation expenses IS NOT authorized.

THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL
STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT
FACTOR.